

Department of Public Health  
and Human Services

Section:  
ELIGIBILITY AND BENEFITS

TANF CASH ASSISTANCE

Subject:  
TANF Child Care Assistance/Working  
Caretaker Relative Child Care

**Supersedes:** TANF 901-1 (07/01/05); TB-36 (7/9/07)

**References:** 45 CFR Part 98; P. L. 104-193; ARM 37.78.102; ARM 37.80.201, .202

► GENERAL RULE --TANF Block Grant Child Care (BGCC) is available to eligible TANF cash assistance participants engaged in approved Family Investment Agreement/WoRC Employability Plan (FIA/EP) activities with a demonstrated need for childcare. Each family receiving TANF Block Grant Child Care assistance is required to pay a \$10 per month co-payment. Failure to pay the \$10 per month co-payment will result in loss of child care assistance.

► **NOTE:** When determining eligibility for TANF cash assistance, the amount of anticipated child care expenses, which will be paid by the household, is considered an earned income disregard (TANF 602-1).

► **► CHILDCARE FOR ALLOWABLE WORK ACTIVITIES (FIA/EP)** If the participant needs child care assistance in order to comply with the allowable work activities negotiated on the Family Investment Agreement/Employability Plan (FIA/EP), the cost is paid by the State, with the exception of the co-payment. The children must be in the assistance unit (Code 'IN' on SEPA).

► Child care assistance will also be provided for minor children not included in the assistance unit if the caretaker relative needs child care in order to comply with allowable work activities. This would include those children receiving Supplemental Security Income (SSI), Title IV-E Foster Care, or not included in the assistance unit for failing an eligibility requirement (TEAMS Participation Codes: 'SC', 'DQ', or 'OU').

**EXAMPLE #1:** A family consists of a mother, father, their two minor children and a blood-related minor who is not within the fifth degree of kinship (Section 305-1) and thus fails eligibility (Part Code: 'DQ'). Child care is needed for the minor child not included in the assistance unit in order for the mother and father to comply with their FIA/EP activities; their eligible children do not need child care. A referral will be made to the local Resource & Referral agency for child care assistance.

**EXAMPLE #2:** A family consists of father, his oldest child and his youngest child who is staying with him for a month in the summer. The youngest child cannot be added to the assistance unit. Child care is

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needed for this child in order for father to comply with his FIA/EP activities. A referral will be made to the local R & R for child care assistance.

► **CHILD CARE  
HIGH SCHOOL/  
GED**

Child care assistance for attendance hours at a secondary school will also be provided, if needed, for teen parents living with a specified caretaker relative. For example, a teen parent lives with her father and attends secondary school. Because she is attending **full-time** high school or **full-time** Graduate Equivalency Diploma (GED) classes, she is not required to have a FIA/EP. However, she needs childcare to continue attending school; therefore child care assistance will be provided.

► **CHILD CARE  
PRIOR TO TANF  
APPROVAL**

If an applicant for TANF cash assistance has not been approved for TANF at the time of negotiation of the Employability Plan (EP), but is in need of child care in order to begin participating in the negotiated activities, an immediate referral for TANF child care assistance should be made to the Resource and Referral (R&R) agency. Child care assistance can be approved for up to 30 days.



**NOTE:** If the applicant is later denied TANF cash assistance, they will not incur an overpayment for the child care services.

► **REFERRAL  
PROCESS**

The following process should be followed when making a referral for TANF related child care:

1. Identify whether or not the individual will require child care assistance in order to complete the negotiated work activities;
2. Determine the number of hours of child care needed, based on the negotiated activities;
3. Complete the HCS-051 "WoRC Referral to Child Care Resource and Referral Agency" form, specifying the number of hours of child care needed, and submit it to the appropriate R&R;



**NOTE:** If the participant uses more child care than is authorized, they will be responsible to pay the overage to their provider.

4. Inform the participant they are responsible to pay the \$10 co-payment directly to their child care provider; and



**NOTE:** Failure to pay the \$10 co-payment will result in the loss of TANF child care assistance.

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5. Enter a TEAMS case note indicating the need for child care and hours authorized.



**NOTE:** If a participant indicates they do not need child care assistance in order to participate in allowable work activities, this must be case noted in TEAMS.

### ► WORKING CARETAKER RELATIVE CHILD CARE PROGRAM

The 2007 Montana Legislative session allocated funding for the Working Caretaker Relative Child Care program. This program is designed to assist specified caretaker relatives who are receiving child only TANF grants with child care costs associated with the minor child(ren) for whom they are receiving TANF cash assistance.

In order to qualify for the program, the specified caretaker relative must:

1. Be receiving child only TANF for a minor child or children;
2. Be employed a minimum of 60 hours per month (120 hours per month in a 2-parent household); and
3. Pay a monthly \$10 co-payment to the child care provider.

**NOTE:** Failure to pay the monthly \$10 co-payment will result in the loss of TANF child care assistance.

### ► REFERRAL PROCESS

When a specified caretaker relative applies for a child only TANF cash assistance grant, the OPA Eligibility Case Manager will need to determine whether or not the caretaker relative is eligible for the Working Caretaker Relative Program, based on the above criteria.

If the household is eligible, the OPA Eligibility Case Manager will complete an HCS-052 "Working Caretaker Relative Child Care Program" referral form and submit it electronically via email to the specific contact listed for the R&R agency. (See list on page )

The OPA Eligibility Case Manager must also provide an HCS/CC—150 "Working Caretaker Relative Child Care" packet to the specified caretaker relative. This packet includes:

1. Best Beginnings Child Care Scholarship application for Working Caretaker Relative Participants;
2. Employment verification form; and
3. Information outlining the steps the specified caretaker relative must

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take in order to be determined eligible for this program.

The OPA Eligibility Case Manager must inform the specified caretaker relative that the completed forms must be submitted to the R&R within 30 days.

**NOTE:** An initial supply of the HCS/CC—150 packets were distributed to each OPA office. If more packets are needed, please contact Del Bock at Central office.

#### ► START DATE OF BENEFITS

Child care benefits under the Working Caretaker Relative Child Care Program may begin the date the HCS-052 electronic referral form is received by the R&R. The referral date should be the date of application for child only TANF; provided the specified caretaker relative met the eligibility criteria at the time of application.

**NOTE:** The electronic referral to the R&R should not be delayed until the eligibility determination is made.

#### ► CHANGES IN STATUS

The OPA Eligibility Case Manager should notify the R&R of any change in status in the child only TANF cash assistance, for individuals who have been referred for services under the Working Caretaker Relative Child Care program.

For instance, if the child only TANF cash assistance closes the OPA Eligibility Case Manager must notify the specific contact at the R&R as soon as possible. If the case is later reverted to open, the OPA Eligibility Case Manager must notify the specific contact at the R&R as soon as possible in order for the Working Caretaker Relative Child Care to continue.

#### ► REDETERMINATION

Eligibility for the Working Caretaker Relative Child Care program must be re-evaluated during the annual redetermination of TANF eligibility. If the household remains eligible, a new HCS-052 referral form must be submitted electronically to the specific contact at the R&R. If the household is not eligible, the OPA Eligibility Case Manager must notify the R&R as soon as possible of the change in eligibility.

For complete childcare assistance policy and procedure, refer to the Child Care Policy Manual, Section 3.1 (TANF) and Section 3.2 (Tribal TANF).

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